

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: August 8, 2016
CC: All Departments



Town Administrator: This past week's activities included attending a meeting with SAU Superintendent Noyes in preparation for the joint School and Select Board meeting on Tuesday August 9th, our monthly Department Head meeting was held on Tuesday morning with a majority of Department Heads available to attend. On Wednesday I met with members of the Conservation Commission to review a draft of the Natural Resource Inventory update. Thursday I met with a property owner on Wentworth Shores Road regarding some property damage, assisted the CIPC to prepare their final report for 2017-2022, attended the 2016 road improvement project pre-bid meeting, and met with a citizen with a right to know request. On Friday I met with Heidi Davis to review the final draft of the revised Employee Manual before it's shipped off to Town Counsel for review, inspected a property owner's drainage concern and viewed the new Town dock at the boat launch at Long Island. This coming week's activities include a conference call with representatives of NH Electric Co-op to discuss the recent traffic problem caused by the tree removal along Route 25, and attending the joint School and Select Board meeting on Tuesday evening at 7 p.m., and prepare for the Select Board's regular meeting on Thursday at 7 p.m. I will be out of the office all day on Wednesday. Have a great week everyone!

Finance: Nothing to report this week.

Assessor: Vision is continuing the informal hearings Monday, Tuesday and Wednesday this week. Last week the majority of the taxpayers had questions as to why their building values had gone up. After receiving an explanation by one of the Vision hearing personnel or me, most taxpayers understood and were satisfied. A few people brought in information we can use to make changes to their assessment. The hearings are being held in the south meeting room, and not the large meeting room as in years past. Taxpayers are requested to take a seat in the lobby and they will be called for their appointment. I plan to sit in on the hearings this week.

Tax Collector: Nothing to report this week.

Town Clerk: Nothing to report this week.

Public Works & Facilities: Ditching was completed on Evans Road and the rental excavator was returned. The crew graded and graveled Ferry and Cottage Roads and graded Evans, Ben Berry, Harvard Camp, Red Hill and Lee's Mill Roads. The crew worked on equipment maintenance with tire rotation on truck #5, servicing the backhoe, and took truck #15 to the Ford dealership for a loss of power issue and picked up truck #10 from a transmission warranty repair. The crew cut trees and bushes from the WMF's leach field. The milfoil trailer was emptied twice, the Police impound yard was mowed, 2 tractor trailer loads of woodchips went out, and Long Island Beach was raked. Foreman Wakefield and the crew set up for the HHW Day, and also provided staffing with a compliment of volunteers. Foreman Wakefield attended the pre-bid

meeting for Road Projects and the pre-bid for PSB parking lot reconstruction project. Agent Kinmond handled staffing questions for interim coverage, HHW Day preparations and the drainage culvert on Cottage Road. Agent Kinmond assisted with HHW Day tallies and reporting to LRPC.

Facility & Grounds Division: The grounds crew was busy mowing and trimming common areas, the Playground and cemeteries. The crew prepared 2 grave openings/closings this week. They also set poles for charcoal grills at States Landing. Trimming was done around the WMF leach field and the PD dog kennels. The staff repaired a leak around the chimney on the wood boiler, installed a paper towel dispenser, coordinated pumping of the WMF septic and moved the storage container from WMF to the Playground.

WMF Division: The facility shipped 12 pallets of electronics (10 TV's per pallet) and filled a tractor-trailer. The vendor removed 98 appliances. The scale vendor repaired a circuit board that had a short and reported that the scale has approximately 7 years left before it will need to be replaced. The facility shipped 2 MSW, 2 recyclables, and 2 C&D containers.

Household Hazardous Waste Day: On Saturday, several volunteers and DPW staff and Clean Harbors supported the Moultonborough HHW collection Day. The staff was busy from the time the gates opened until noontime, and processed 225 vehicles, and 253 households, with 218 households from Moultonborough.

Moultonborough Police Department: The Moultonborough Police Department recorded 338 log entries, which included the following calls for service, 32 motor vehicle stops, 15 assists to Fire/EMS, 0 Directed Patrols, 6 arrests, 8 complaints, 2 MV Accidents, 6 MV Complaints, 4 residential alarms, 0 commercial alarms and 1 K-9 complaint.

Moultonborough Fire Department: Year to date there has been 530 calls for emergency service. For the period of 07/29/16 to 8/04/16, there were 26 calls for service: (1) Brush/grass fire; (9) EMS incidents; (1) Motor vehicle accident with injuries; (1) Search for persons in the water; (1) Motor vehicle accident with injuries; (2) Assist the physical disabled; (1) Unauthorized burning; (1) Dispatched & cancelled en route; (2) No incident found at dispatch location; (1) Authorized controlled burning; (4) Alarm system activation due to malfunction; (1) Carbon monoxide detector action due to malfunction; (1) Alarm system activation, no fire, unintentional activation. Moultonborough gave mutual aid to Sandwich and Tuftonboro for one incident each. There was two instances of overlapping incidents (two incidents ongoing simultaneously) and on instance of three incidents ongoing simultaneously.

Overall Average Response Time (Time of dispatch to apparatus/rescue on scene) 09:31 min/sec

Overall Average Manpower per incident: 4 Firefighters/Incident

Day Time Average Response Time (Time of dispatch to apparatus/rescue on scene) 06:36 min/sec

Overall Average Day Time Manpower per incident: 4 Firefighters/Incident

Night/Weekend Average Response Time (Time of dispatch to apparatus/rescue on scene) 13:18 min/sec

Overall Average Night/Weekend Manpower per incident: 4 Firefighters/Incident

Office of Development Services Planning:

Planning & Zoning – Maintain contact with the Chairs of the MPB and ZBA.

Village Center – Reviewed and commented on the VCOD and prepared a revision. Prepared an Option 2 VCOD. Revised the ADU provision. Met with Scott Bartlett, PB Chair and Rich Kumpf, PB member to review the three draft zoning amendments. After the review meeting, made additional revisions to these three draft zoning amendments and they will be forwarded to the MPB for review on August 10th. A village/sidewalk/traffic calming informational meeting was organized with Ray Korber, the TA, Road Agent, Facility & Grounds Manager scheduled for Wednesday, August 31st. This is prelude to a future meeting w/ NH DOT.

Land Use Regulations – Reviewed and commented on the existing ADU.

Master Plan update – Monitoring the work of the Master Plan update.

Administration – Keeping the TA informed on work activities and review the Town's website.

Conservation Commission – At the request of the Chair of the Con Com, I attended a review meeting of the draft Natural Resources Inventory. Assisted in securing information for the Town's LCHIP application.

Human Services: Nothing to report this week.

Recreation Department: Edith's Tourney was held Saturday, August 6th, we had 13 adult double teams participating. RECKing Crew, Happy Campers, and swimming lessons concluded last week; with tennis lessons wrapping up this week. Teen Adventure has two more events this week, Movie in the Park tonight (August 8th) and the white water rafting overnight Wednesday August 10th and August 11th. This week we have Theater Camp, Children's Stage Adventures, and REC-Xploration Camp; with soccer camp being held next week. The performances for the Children's Stage Adventures will be on Friday August 12th at 1 p.m. and 6 p.m. at the Moultonborough Academy Auditorium. This Saturday is the Moultonborough Pathway Association 5k and 10k "Fund" Run and Walk. Last week's concert had over 60 people in attendance to hear Bryan and Nick. Our last concert of the season is this Wednesday, August 10th with the New Horizon's Band, featuring traditional "band concert" music. There will be an ice cream social following the concert. Next week, Wednesday August 17th, we have another family "Movie in the Park" followed by a campfire with s'mores. The Long Island Beach advisory was lifted last Tuesday August 2nd. Guards will end their season on Sunday, August 21st. At that time the beach will become a "No Lifeguard on Duty – Swim at Your Own Risk" facility. The raft will come out shortly after that, but swim lines will remain at both Long Island and States Landing through Labor Day. We are holding a "Safe Sitter" Class on Tuesday August 16th. Our Annual Adult Pickle Ball Tournament will be held next Wednesday August 17th.

Important Dates to Remember

Board of Selectmen & School Board Meeting, August 9, 2016, 7 PM

Board of Selectmen's Meeting, August 11, 2016, 7 PM

Board of Selectmen's Meeting, August 18, 2016, 7 PM

Board of Selectmen's Work Session, August 25, 2016, 4 PM

Staff Meeting, Tuesday – September 6, 2016, 9 AM